

TOP SECRET

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DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, D.C.

3 JAN 1973



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MEMORANDUM FOR CHAIRMAN, COMIREX

SUBJECT: Minutes of COMIREX Meetings

1. The Air Force is deeply concerned about the extensive delays that have recently been encountered prior to the receipt of minutes for COMIREX meetings. For example, to date, the business portion of minutes from the 16 November 1972 meeting have not yet been received. Aside from the purely historical or archival value of minutes, their prompt receipt is considered important for a number of reasons. Among them are the need to insure: positions and views of the membership are accurately reflected; guidance/comments of the chairman are clearly understood and conveyed; a medium for providing continuity on COMIREX deliberations exists for primary and alternate members; and a common base exists for developing subsequent positions on taking action on issues raised during meetings.

2. Recognize that current delays have probably been due to the large backlog of recent committee staff actions. However, recommend the following procedures be adopted to alleviate these delay problems.

a. Within five working days following each meeting, that members be furnished a preliminary draft of minutes for the previous meeting.

b. Members should review draft minutes and provide the Executive Secretary with recommended changes, additions and/or deletions.

c. Current procedures for member comment/approval of "hard copy" or record editions of minutes continue to be followed.

USAF review(s) completed.

Classified by TK-1  
EXEMPT FROM GENERAL  
DECLASSIFICATION SCHEDULE  
OF EXECUTIVE ORDER 11652  
EXEMPTION CATEGORY para 5b(2) 25X1  
DECLASSIFY ON IMPDET

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3. Request this matter be placed on the agenda so that other member views may be solicited.

*Ronald H. Markarian*

RONALD H. MARKARIAN, Lt Colonel, USAF  
Air Force Member, COMIREX

Cy to: Army (Col Mitchell)  
Navy (Capt Cryan)  
DIA   
CIA   
State (Mr. Moyer)  
NPIC   
NRO

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